

Job Description

Job Title	Insurance Licensing Specialist(Captive)		
Job ID	17077		
Date Opened	05/04/2022		
Date Closed	05/23/2022		
Location	1050 1st Street, NE		
Full/Part Time	Full-Time	Type of Appointment	Career Service - Reg Appt
Regular/Temporary	Regular		
Agency	SR	Insurance, Securities and Bank	
Area of Consideration	Open to Public		
Grade	12		
Bargaining Unit	1_2	Compensation Unit 1 & 2	
Minimum Range	\$85,209.000000	Maximum Range	\$109,023.000000
Target Openings	1	Available Openings	1

[Return to Previous Page](#)
[Switch to Internal View](#)

General Job Information

Job Summary

This position is located in the Department of Insurance, Securities, and Banking, Risk Finance Bureau.

Duties and Responsibilities

The incumbent serves as a Licensing Specialist performing a variety of administrative and technical tasks required in the licensing and renewal function for captive insurance companies, risk retention groups, captive insurance managers, actuaries, auditors, and certified capital companies.

The incumbent reviews applications for licensure to ensure completeness, conducts background checks on persons affiliated with applicants, including auditors and actuaries, communicates deficiencies with applicants, issues certificates of authority and certificates of good standing to approved captive insurers and risk retention groups. The incumbent also receives, distributes and maintains licensing information and financial data received from reporting companies in databases, collects tax revenues and licensing fees, responds to requests for statistical and other information from internal and external parties, maintains letter of credit records, and prepares reports for key activities in the Risk Finance Bureau.

Licenses and Certification

None

Qualifications and Education

Specialized Experience is experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, one (1) year of specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression.

Working Conditions/Environment

The work is primarily sedentary, although some slight physical effort may be required. The work requires periods of standing, bending, stooping, and carrying of light items.

Other Significant Facts

Tour of Duty: Monday - Friday 8:15 am to 4:45 pm

Pay Plan, Series, Grade: CS-301-12

Promotion Potential: No Known promotion potential

Duration of Appointment: Career Services - Regular Appointment

Collective Bargaining Unit (Union): This position is in a collective bargaining unit (AFSCME/2743), and you may be required to pay an agency service fee through direct payroll deduction.

Position Designation: This position has been deemed Security Sensitive under the guideline of the DC Personnel Manual. Incumbents of this position are subject to enhanced suitability screening pursuant to Chapter 4 of DC personnel regulations. Accordingly, incumbents must successfully pass a criminal background and consumer credit check as a condition of employment and will be subject to periodic criminal background checks for the duration of their tenure.

Vaccination Requirement

The Government of the District of Columbia values the safety of our employees, our residents, and our visitors. In support of these values, if you are selected for this job, you must be fully vaccinated against COVID-19, except when vaccination is not medically advised or violates your sincerely held religious beliefs. If you are invited to join our team, you must submit proof that you are fully vaccinated against COVID-19 to your initial HR representative, or you must request an exemption from your representative. New employees must either provide proof of vaccination or be granted a medical or religious exemption before working with the Government of the District of Columbia.

EEO Statement: The District of Columbia Government is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.